



**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
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EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:

14:CPO/226

July 30, 2014

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Invitation-for-Bids No. ITO-2014-28, Addendum No. 1  
Furnish Printing and Mailing Services for the Monthly Tenant Rent Bills  
Statewide for the Hawaii Public Housing Authority

This Addendum No. 1 is to provide a response to questions received by the Hawaii Public Housing Authority (HPHA) up until July 28, 2014.

**Question(s)**

1. Referencing page 20, item roman numeral III, Scope of Work: If the interested bidder can demonstrate that it can secure the information in a confidential manner by having the seal of approval of a HIPPA and SSAE 16 Type II Certification(s), as well as demonstrating appropriate security measures and disaster recovery plan, would the HPHA consider physical printing facility be located off the island of Oahu, specifically in the state of Oregon.

**Response:**

The HPHA is obligated to monitor projects for compliance in accordance with the U.S. Housing and Urban Development (HUD) federal rules and regulation requirements; this includes desk monitoring, random or targeted reviews, on-site monitoring/physical inspections, etc. There would be undue hardship on the HPHA as staff would have to travel to and from the mainland, which is valuable time away from the office. Other considerations include the following:

- At times, the HPHA will need the flexibility to deliver pre-printed inserts to the local company's address prior to or on the day of printing and processing of the rent bill.

- HPHA's rent run process starts two (2) business days before the end of each month. Sample bills need to be approved by the HPHA fiscal office prior to final processing and mail out; the timeline is extremely tight with very little margin for error.
- The timeframe it takes to mail rent bills from the mainland to Hawaii takes longer. Oahu mail is delivered within one business day and neighbor islands (rural areas) within two business days. Based on information obtained from the USPS, it appears it would take three days from the mainland. According to HPHA's policies, the tenant rent bills need to be in the tenant's possession by the first of each month; any delays would jeopardize receipt of revenue from the residents of HPHA.

If you have any questions, please contact Kathy Mitchell, IFB Coordinator, at (808) 832-1892. Thank You.